

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

P.O. Box 745
Institute, WV 25112

Minutes
September 22, 1999
Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Chairman, Leroy Dixon. In attendance were Linda Maniak, Brian Casto for Trudy Oliver, Debra Bensey, Steve King, Tom Bell, Jack McComas, Chris Miller, & Dee Wilder. Absent from the meeting were Curt Curtis & Janice Holland.

Approval of Minutes of Previous Meeting: Jack McComas made a motion to approve the August minutes. Tom Bell seconded the motion; motion carried.

Report of Chairman: Lee Dixon, Chairman had no new information.

Financial Report: The budget report reflects a balance of \$4, 329.00.

Report of Executive Secretary: No report.

Report of the WARF Executive Director: Steve King distributed a letter that was drafted to the Governor regarding wages for workers with disabilities; Loss of State Use contracts; and the dispute with Consultec. The Committee suggested and all agreed to add the word "Governor" to correctly identify the name of this Committee and to attach newspaper article regarding minimum wage, printed September 21 in Charleston Newspaper. Jack McComas made a motion to make the changes; Tom Bell seconded the motion; motion carried.

Steve announced and invited all Committee Members to the Annual WARF Dinner to be held at the Charleston Marriott, October 21, 1999. Invitations forthcoming.

OLD BUSINESS: Chris complimented Curt Curtis and his efforts to expedite the processing of purchase orders of the Building Commission. WARF has had several conversations with IS&C to improve IS&C's speed of payments for contracted billings. A by-product of the conversation is that old forms have been revamped or reinstated and procedures have been revised to create better documentation.

Chairman: **Lee Dixon**
Members: **Linda Maniak, Janice Holland, Tom Bell, Jack McComas, Trudy Oliver**
Ex Officio Members: **Curt Curtis**, Executive Secretary
Stephen R. King, Executive Director, West Virginia Association of Rehabilitation Facilities

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New Business:

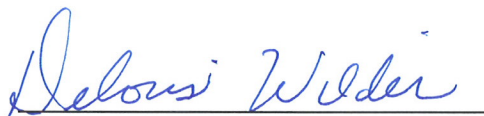
Debbie distributed a letter received from Preston County Workshop requesting a "broom" contract. The Committee reviewed the letter and agreed for WVARF staff to consult with Curt Curtis to evaluate the market for these types of brooms. Jack McComas made a motion to follow up with Curt Curtis. Tom Bell seconded the motion; motion carried.

Debbie distributed a vendor complaint letter regarding time sheets and the response to the complaint letter. The Committee was informed that this complaint has been resolved.

Contract Presentation from CNA: Contracts were discussed. Contract renewals included Miner's Health; IS&C Courier & DOH-Weston. The new contract this month is the Diamond Building, Chas., WV. Goodwill of Kanawha Valley agreed to clean the Diamond Building. Jack McComas made a motion to approve all contracts including the Diamond contract with its modifications, if necessary, as expressed by Debbie. Tom Bell seconded the motion; motion carried.

No further business to discuss, Lee Dixon made a motion to adjourn the meeting; Jack McComas seconded the motion; motion carried.

The time and place for the next meeting is October 27, 1999; 10:00 - 12:00; Small Conference Room at the Institute Complex.


Deloris Wilder, Recorder